



CONGRESSMAN PHIL GINGREY

1118 LONGWORTH HOB • WASHINGTON, DC 20515 • 202-225-2931 • gingrey.ga@mail.house.gov

GEORGIA'S ELEVENTH CONGRESSIONAL DISTRICT

INTERNSHIP GENERAL INFORMATION



Congressman Gingrey's office is pleased to offer internships to students who wish to learn more about Congress and the legislative process. By allowing students a unique perspective on the inner workings of our country's democratic government, Congressional internships offer an exciting educational experience.

Internships are unpaid positions. During the summer months, internships generally last for a minimum of five to six weeks. During the academic year (September to May), internships generally cover the student's semester, from September to December in the Fall or January to May in the Spring. Both part-time and full-time internships are available.

Interns in our office must be highly motivated, have strong communication skills—both written and verbal, and a keen interest in the legislative process. Duties could include attending legislative hearings and community meetings, participating in regular office meetings, conducting legislative research, guiding tours of the Capitol Building, and responding to constituent inquiries and phone calls.

If you are interested in applying for an internship in either Representative Gingrey's Washington DC or Georgia offices, please complete the following application. You may also include any other pertinent information, i.e. letters of recommendations, personal references, or writing samples.

For more information, please call Congressman Gingrey's Chief of Staff, Mitch Hunter, at 202-225-2931.



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INTERNSHIP APPLICATION FORM



PERSONAL INFORMATION

Full Name _____ Date of Birth ____/____/____

Phone Number (____) _____ Email _____@_____

Home Address _____
STREET/APT. _____

CITY _____ STATE _____ ZIP CODE _____

School _____ Major _____ GPA _____ Graduation Date ____/____/____

School Address _____
STREET/APT. _____

CITY _____ STATE _____ ZIP CODE _____

CLERICAL SKILLS, please check any that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Typing, wpm _____ | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Word Perfect |
| <input type="checkbox"/> Quorum | <input type="checkbox"/> Internet | <input type="checkbox"/> Answering phone/Taking messages |
| <input type="checkbox"/> Other _____ | | |

INTERNSHIP INFORMATION

Will you receive academic credit for your internship? (____) yes (____) no. If yes, what sort? _____

Academic Sponsor _____ Sponsor's Phone Number (____) _____

Where would you like to intern? (____) Washington D.C. (____) Marietta (____) Rome (____) Carrollton

What date range is best for your internship? start ____/____/____ end ____/____/____

Do you have any date or time restrictions, if so when? (____) no (____) yes _____

QUESTIONNAIRE, on separate sheet of paper, please respond (fewer than 500 words each).

- (1) Please describe your political philosophy.
- (2) Whom in politics do you admire most (from anytime period) and why?
- (3) Do you have any governmental or political experience?
- (4) What do you hope to gain from working for Congressman Phil Gingrey?